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ABSTRACT

This Ohio Competency Analysis Profile (OCAP), derived from a modified Developing a Curriculum (DACUM) process, is a comprehensive and verified employer competency list for an occupational work adjustment program. It contains units (with or without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter any occupational area. Within the outline are three levels of items: core, advancing, and futuring. Core items are essential to entry-level employment and are required to be taught and will be the basis for questions on the state vocational competency tests. Advancing items are needed to advance in a given occupation. Futuring items are needed to enter and remain in a given occupation 3 to 4 years from now. This OCAP contains eight units: (1) study skills; (2) human relations skills; (3) health; (4) career exploration; (5) employability skills; (6) safety awareness; (7) money management; and (8) academic remediation. (YLB)

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OCAP

OHIO'S COMPETENCY ANALYSIS PROFILE

OCCUPATIONAL WORK ADJUSTMENT

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CE 057 534

Division of Vocational and Career Education
Ohio Department of Education

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What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items are essential to entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in FY93). Advancing items (marked with one asterisk) are needed to advance in a given occupation. Futuring items (marked with two asterisks) are needed to enter and remain in a given occupation three to four years from now.

Districts may add as many units, subunits, competencies, and competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their courses of study and monitor competency gains via the new competency testing program.

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OHIO COMPETENCY ANALYSIS PROFILE

OCCUPATIONAL WORK ADJUSTMENT

UNIT 1: Study Skills

COMPETENCY 1.0.1: Demonstrate appropriate study skills

COMPETENCY BUILDERS:

1.0.1.1 Assemble necessary materials
1.0.1.2 Apply time management skills
1.0.1.3 Identify proper studying environments
1.0.1.4 Identify learning style(s)
1.0.1.5 Use resources
1.0.1.6 Prepare for tests and quizzes

COMPETENCY 1.0.2: Demonstrate note-taking skills following lecture(s)

COMPETENCY BUILDERS:

1.0.2.1 Assemble necessary materials
1.0.2.2 Use effective listening skills
1.0.2.3 Ask questions
1.0.2.4 Identify relevant information
1.0.2.5 Record relevant information
1.0.2.6 Review notes
1.0.2.7 Organize notes

COMPETENCY 1.0.3: Demonstrate note-taking skills following reading(s)

COMPETENCY BUILDERS:

1.0.3.1 Assemble necessary materials
1.0.3.2 Preview reading assignment
1.0.3.3 Read material
1.0.3.4 Use resources to answer questions
1.0.3.5 Identify relevant information
1.0.3.6 Record relevant information
1.0.3.7 Review notes
1.0.3.8 Organize notes

* Advancing
** Futuring

COMPETENCY 1.0.4: Complete homework assignments

COMPETENCY BUILDERS:

1.0.4.1 Prioritize assignments
1.0.4.2 Follow directions
1.0.4.3 Assemble necessary materials
1.0.4.4 Apply time management skills
1.0.4.5 Identify proper studying environments
1.0.4.6 Use resources
1.0.4.7 Proofread work

COMPETENCY 1.0.5: Demonstrate test-taking skills

COMPETENCY BUILDERS:

1.0.5.1 Identify benefits of rest and proper nutrition
1.0.5.2 Identify techniques for coping with test anxiety
1.0.5.3 Follow directions
1.0.5.4 Apply test-taking strategies
1.0.5.5 Review test

UNIT 2: Human Relations Skills

COMPETENCY 2.0.1: Analyze personal values and goals

COMPETENCY BUILDERS:

2.0.1.1 Determine importance of values and goals
2.0.1.2 Evaluate how values affect goals
2.0.1.3 Establish short-term goals
2.0.1.4 Establish long-term goals
2.0.1.5 Prioritize personal goals
2.0.1.6 Make decisions based on values and goals

COMPETENCY 2.0.2: Develop self-esteem

COMPETENCY BUILDERS:

2.0.2.1 Identify unique characteristics and abilities in self and others
2.0.2.2 Determine personal strengths and weaknesses
2.0.2.3 Identify external factors that affect self-esteem
2.0.2.4 Determine ways to build self-esteem

* Advancing
** Futuring

COMPETENCY 2.0.3: Cooperate with others

COMPETENCY BUILDERS:

2.0.3.1 Recognize benefits of cooperating with others
2.0.3.2 Identify situations in which compromise is necessary
2.0.3.3 Identify how individuals from diverse backgrounds offer unique contributions
2.0.3.4 Exhibit open-mindedness about people with different ideas and opinions
2.0.3.5 Recognize types of peer pressure
2.0.3.6 Deal with situations involving peer pressure
2.0.3.7 Utilize constructive criticism
2.0.3.8 Identify responsibilities of being a valuable group member
2.0.3.9 Identify benefits of community involvement

UNIT 3: Health

COMPETENCY 3.0.1: Assess importance of physical health

COMPETENCY BUILDERS:

3.0.1.1 Identify benefits of good nutrition
3.0.1.2 Identify benefits of proper rest
3.0.1.3 Identify benefits of exercise
3.0.1.4 Identify health care resources
3.0.1.5 Identify benefits of good grooming and personal hygiene
3.0.1.6 Identify benefits of regular health exams

COMPETENCY 3.0.2: Assess importance of emotional/mental health

COMPETENCY BUILDERS:

3.0.2.1 Identify formal and informal support systems
3.0.2.2 Identify stress management methods

COMPETENCY 3.0.3: Examine types of substance abuse

COMPETENCY BUILDERS:

3.0.3.1 Identify effects of tobacco use
3.0.3.2 Identify effects of alcohol use/abuse
3.0.3.3 Identify effects of drug use/abuse
3.0.3.4 Identify available resources

* Advancing
** Futuring

COMPETENCY 3.0.4: Examine the consequences of sexual behavior*

COMPETENCY BUILDERS:

3.0.4.1 Identify factors influencing sexual decisions*
3.0.4.2 Identify types of sexually transmitted diseases*
3.0.4.3 Identify ways to assume responsibility for sexual activity*
3.0.4.4 Identify available resources*

UNIT 4: Career Exploration

COMPETENCY 4.0.1: Evaluate occupational interests, aptitudes and skills

COMPETENCY BUILDERS:

4.0.1.1 Determine interests, aptitudes, and skills
4.0.1.2 Analyze interests, aptitudes, and skills

COMPETENCY 4.0.2: Investigate career options

COMPETENCY BUILDERS:

4.0.2.1 Identify career clusters
4.0.2.2 Research occupations corresponding to your interests, aptitudes, and skills
4.0.2.3 Select career(s) that best match(es) interests, aptitudes, and skills
4.0.2.4 Explore non-traditional careers
4.0.2.5 Explain the effects of demographics on future career options
4.0.2.6 Identify how educational level affects career choices
4.0.2.7 Identify how career choices affect lifestyles
4.0.2.8 Develop a career plan

UNIT 5: Employability Skills

COMPETENCY 5.0.1: Prepare for employment

COMPETENCY BUILDERS:

5.0.1.1 Describe the effect of personal appearance and hygiene on securing employment
5.0.1.2 Utilize employment sources
5.0.1.3 Research job opportunities
5.0.1.4 Review equal employment opportunity laws
5.0.1.5 Review other laws regarding employment
5.0.1.6 Prepare for employment tests
5.0.1.7 Recognize purpose of work permit
5.0.1.8 Review employment and payroll forms
5.0.1.9 Identify barriers to employment

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COMPETENCY 5.0.2: Prepare a resume

COMPETENCY BUILDERS:

5.0.2.1 Determine purpose of a resume
5.0.2.2 Outline personal information and qualifications
5.0.2.3 Use correct grammar, spelling, and concise wording
5.0.2.4 Complete a neat, legible resume using selected format

COMPETENCY 5.0.3: Complete job application process

COMPETENCY BUILDERS:

5.0.3.1 Determine purpose of job application forms
5.0.3.2 Identify information and materials needed to complete job applications
5.0.3.3 Identify ways to obtain job application forms
5.0.3.4 Read application carefully before completing
5.0.3.5 Describe methods for handling illegal questions on job application forms
5.0.3.6 Demonstrate good written and oral communication skills
5.0.3.7 Identify methods for requesting an interview when returning job application
5.0.3.8 Use follow-up techniques

COMPETENCY 5.0.4: Demonstrate interviewing skills

COMPETENCY BUILDERS:

5.0.4.1 Research the organization/company
5.0.4.2 Demonstrate interviewing etiquette
5.0.4.3 Demonstrate good oral communication skills
5.0.4.4 Demonstrate appropriate question and answer techniques
5.0.4.5 Describe methods for handling illegal interview questions
5.0.4.6 Use follow-up techniques

COMPETENCY 5.0.5: Demonstrate positive work attitudes and behavior

COMPETENCY BUILDERS:

5.0.5.1 Identify characteristics that reflect an appropriate work attitude
5.0.5.2 Assess benefits of displaying positive workplace behavior
5.0.5.3 Identify factors that influence work attitude

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COMPETENCY 5.0.6: Maintain positive relations with co-workers and employers

COMPETENCY BUILDERS:

5.0.6.1 Follow workplace rules and regulations
5.0.6.2 Identify components of successful working relationships
5.0.6.3 Identify benefits of appropriate work habits and attitude
5.0.6.4 Identify appropriate social skills for the workplace

UNIT 6: Safety Awareness

COMPETENCY 6.0.1: Examine general safety concerns

COMPETENCY BUILDERS:

6.0.1.1 Identify and follow rules, regulations, and instructions
6.0.1.2 Review child labor laws
6.0.1.3 Identify sources of assistance
6.0.1.4 Identify safety hazards
6.0.1.5 Identify basic first aid procedures
6.0.1.6 Identify causes of accidents
6.0.1.7 Identify good housekeeping practices

COMPETENCY 6.0.2: Examine fire safety methods

COMPETENCY BUILDERS:

6.0.2.1 Identify fire prevention methods
6.0.2.2 Identify alarm locations and evacuation procedures
6.0.2.3 Identify sources of assistance
6.0.2.4 Identify sources of fire
6.0.2.5 Identify fire control methods
6.0.2.6 Identify methods of extinguishing fires
6.0.2.7 Identify classes of fire

COMPETENCY 6.0.3: Examine handling techniques

COMPETENCY BUILDERS:

6.0.3.1 Follow instructions
6.0.3.2 Identify proper methods of handling materials
6.0.3.3 Identify proper handling and storage of hazardous materials

* Advancing
** Futuring

COMPETENCY 6.0.4: Examine proper use of equipment

COMPETENCY BUILDERS:

6.0.4.1 Identify proper operation of equipment
6.0.4.2 Identify uses of personal protective equipment
6.0.4.3 Identify uses of safety guards

UNIT 7: Money Management

COMPETENCY 7.0.1: Develop money management skills

COMPETENCY BUILDERS:

7.0.1.1 Calculate earnings
7.0.1.2 Identify basic payroll deductions
7.0.1.3 Resolve pay discrepancies
7.0.1.4 Maintain accurate records
7.0.1.5 Compare income and expenses
7.0.1.6 Evaluate current spending patterns
7.0.1.7 Prepare a personal budget

COMPETENCY 7.0.2: Establish a savings account

COMPETENCY BUILDERS:

7.0.2.1 Compare banking institutions
7.0.2.2 Complete savings account application
7.0.2.3 Identify procedure for deposits
7.0.2.4 Develop saving pattern
7.0.2.5 Verify account accuracy and status
7.0.2.6 Identify procedure for withdrawals

COMPETENCY 7.0.3: Establish a checking account

COMPETENCY BUILDERS:

7.0.3.1 Compare banking institutions
7.0.3.2 Complete checking account application
7.0.3.3 Identify procedure for deposits
7.0.3.4 Identify procedure for withdrawals
7.0.3.5 Write checks
7.0.3.6 Complete check register accurately
7.0.3.7 Reconcile bank statement

COMPETENCY 7.0.4: Act as an informed and responsible consumer

COMPETENCY BUILDERS:

7.0.4.1 Identify consumer rights and responsibilities
7.0.4.2 Identify methods for wise consumer practices
7.0.4.3 Identify effects of advertising on consumers

* Advancing
** Futuring

UNIT 8: Academic Remediation

COMPETENCY 8.0.1: Develop mathematical skills

COMPETENCY BUILDERS:

8.0.1.1 Determine current knowledge and skill levels
8.0.1.2 Improve knowledge and skill through individualized remediation
8.0.1.3 Evaluate competency gains

COMPETENCY 8.0.2: Develop oral and written communication skills

COMPETENCY BUILDERS:

8.0.2.1 Determine current knowledge and skill levels
8.0.2.2 Improve knowledge and skill through individualized remediation
8.0.2.3 Evaluate competency gains

COMPETENCY 8.0.3: Develop reading skills

COMPETENCY BUILDERS:

8.0.3.1 Determine current knowledge and skill levels
8.0.3.2 Improve knowledge and skill through individualized remediation
8.0.3.3 Evaluate competency gains

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